

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



ADMINISTRATIVE ANALYST 4, INFORMATION SYSTEMS

SALARY RANGE: \$74,251.79 - \$105,891.38 (R29)

WORKWEEK: NL (35 hour workweek)

POSTING PERIOD FROM: October 28, 2015

TO: November 11, 2015

OPEN TO: ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Purchase and Property
33 West State Street
Trenton, NJ 08625

JOB DESCRIPTION:

Under the general direction of a Senior Manager within the Division of Purchase and Property (DPP), is responsible for the analysis and evaluation of internal operations and business practices to ensure business continuity with respect to the implementation and support of NJSTART, the State's new eProcurement solution. Confers with DPP management and staff to analyze current operations, business rules and practices to identify implementation and business continuity issues and recommend and develop potential solutions. Ensures that project and program milestones are met and that deliverables satisfy all contractual, technical, and business requirements. Responsible for coordinating the provision of vendor and agency administration services to ensure the highest level of customer service. Responsible for the coordination of eCommerce business development and enhancements. Performs other related duties as required.

REQUIREMENTS: Open to full-time State employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

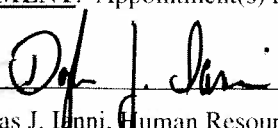
If you qualify and are interested, please submit your resume, cover letter and Application for Employment, **by email only.**
All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: ADMIN ANALYST 4, INFO SYS)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer